

O.C.S.C.C No. 893

BOARD OF DIRECTORS AND MANAGEMENT MEETING

Unit 209

Thursday, March 22, 2018

7:30 p.m., Unit 209

MINUTES

Attendance: Anna B, Sarah F, Carlos and Anne M.

1. Approval of Agenda
 - Agenda was approved
2. Approval of Meeting Minutes
 - November minutes approved with change to the number of doors for the fob system quote.
 - December minutes approved
3. Approval of February 2018 Financial Statements
 - Approved
4. Status of Action Items
 - Filters: Anne to deliver filters at the end of March
 - Garage leak: CI will supply board with report by Keller Eng., summary of Keller. CI & Domicile meeting was received with meeting package
 - Landscaping: Wait for garage repairs
 - Air Circulation in Storage Locker: waiting for access to area as tenant/owner not available
 - Winter Mats: CI to provide quotes for new custom-made mats
 - Leak on 4th floor (409): Repairs completed on January 27th 2018
 - Baseboard outside unit 213: Repaired and problem hasn't returned
 - Fobs: CI to provide quotes
 - Eavestrough: to be assessed and repaired in spring when possible
 - New Canada Post parcel box: request made, waiting response
 - Elevator moving rules: Approved by board, Anne will send notification to owners

- Garage New Keypad: CI to provide quotes
- Building number on arch: CI to provide quotes
- TSSA transfer: in progress, payment made to request change
- Guest Suite: new 48 hours cancellation policy implemented and notified
- Kone Invoices: Board rejected an invoice for \$4,400, CI notified Kone and have not heard from them

5. Correspondence

- How the board deals with internal issues
- Any information to owners to be reviewed, discussed, approved and to be handled by CI
- Anne will email from now on all board members instead of board@gmail

6. New Business

- Line items on financials
 - a. Request CI accounting department to rename account 4030 "Other Income" to "Guest Suite Rental", correct previous 2018 fiscal year entries to new name
- Hiring of auditor
 - a. Will continue WPG
 - b. PM to get 3 quotes for next audit
- 2018 AGM
 - a. First Wednesday of June at 6:30 pm. June 6th. Pending auditor response.
- Garage cleaning
 - a. Get quotes
- Window cleaning
 - a. May
 - b. October
- Carpet Cleaning
 - a. Karissa willing to clean the carpets (ask her if they have machine)
 - b. Corporation studying possibility of purchase commercial carpet cleaning unit
- Reserve fund study
 - a. Waiting for quotes via CI
- Reserve fund investment
 - a. Anne to inform board out how much is on the reserve fund
 - b. Members to review rules on reserve fund investment
- Other secure access key options
 - a. Medeco quote for new locks for 8 doors
- Pot smoking in building
 - a. Board recognized it is a problem that need to be addressed

- b. Recommendation is to wait for government legislation related to pot smoking in multiunit dwellings
- c. Be prepared with CI suggested document

7. Newsletter

- o Ritu to prepare newsletter with TBD content

8. Next Meeting

- o TBD maybe late April
- o Tentatively to be scheduled to review Keller & auditor report and other pending quotes